



<b>Job title</b>	<i>Supply Chain Manager</i>
<b>Reports to</b>	<i>VP Operations</i>

### **Job purpose**

The Procurement Manager has the responsibility for sourcing vendors and purchasing goods and services for the company. S/he identifies vendors, obtains quotes, checks purchase requisitions for completeness, creates purchase orders, and acts as a gatekeeper to ensure corporate purchasing procedures are followed. The Procurement Manager analyzes historical data, forecasts, and vendor requirements to manage the supply chain.

### **Duties and responsibilities**

- Recommend and create the most efficient and beneficial supply chain policies and procedures.
- Analyze existing supply chain and source new vendors to fill gaps, while minimizing the number of suppliers.
- Maintain the supply chain within quality system requirements.
- Perform cost and scenario analyses to assist in corporate planning and budgeting.
- Anticipate supply problems and take preventive actions.
- Review purchase requisitions and place purchase orders.
- Conduct negotiations with suppliers for pricing, delivery, and contracts.
- Resolve discrepancies and expedite orders, as needed.
- Ensure that components are ordered, as required to support production goals.
- Inform VP Operations of problems, risks and activities.

### **Qualifications**

- BS in business related field
- 10+ years experience in purchasing/sourcing
- Proven work experience as a sourcing manager or procurement manager
- Experience working within a quality management system preferred, i.e., ISO 9001
- Demonstrated ability to analyze data in order to make good decisions
- Detail oriented
- Excellent communication skills
- Proven ability to learn new computer systems quickly and thoroughly
- Ability to hold firm adherence to policies and procedures

### **Working conditions**

N/A

### **Physical requirements**

N/A

**Direct reports**

N/A

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	